

STUDY LEAVE

Title: Study Leave	Number: 5.30.1098.2
Approved by the Board of Governors Date: October 1998 Revised Date: May 13, 2014	Implementation: Date: October 1998
History: Scheduled Review Date:	Origin:

RATIONALE

The College believes in the recognition of individual potential and thus encourages employee development and performance by the granting of equitable study leave to eligible employees. The College further believes that it is institutionally enriched by this investment in talented personnel, and their subsequent contribution to the life of the College.

DEFINITION

Study Leave is defined as paid leave for short term (up to eleven months) or long-term training (one year or more) and development opportunities to obtain certificates or degrees.

POLICY

The College subscribes to a policy of granting paid study leave to all full-time employees, based on job relevance. Credentials and degrees obtained must be related to the employee's current employment role or a possible future position with the institution. New employees on probation and temporary, part-time, and adjunct employees are not eligible for study leave, but may apply for staff development opportunities. To be eligible for study leave, an employee must have been employed for a minimum of five (5) years of consecutive service, excluding any leave of absence. The maximum limit for approved study leave will be thirty-six months, except for distance learning, which may occur over an extended period of time on a part-time basis while the employee continues their professional duties at the college. If study leave extends past thirty-six months, the employee may apply for an extension.

An *Application for Study Leave* form must be completed for all study leave requests. An applicant must enter into an agreement to return to the College on completion of an approved course of study and remain in the service of the College in accordance with the Study Leave Policy Terms of Service. If an employee is granted additional paid or unpaid time, the period of service required begins immediately after completion or termination of the course of study. Employees on approved study leave do not accrue any vacation leave during their absence.

CRITERIA

The decision concerning the approval of study leave is dependent on the following

- The needs of the College (needs are identified during the employee evaluation process, and upgrade of faculty and staff qualifications are addressed in response to departmental or institutional needs or goals.)
- A minimum of five (5) years of employment excluding any leave of absence;

- Satisfactory academic preparation;
- Satisfactory job performance appraisals;
- A qualified surety for leave of a year or more;
- Clearly set out individual or institutional planned performance improvement goals
- Contributed meaningfully to the institution in a variety of ways during their employment.

FUNDING

Funding for any course of study will be as follows:

- Salary: Full salary up to one year, and half-salary thereafter.
- Allowances: No allowances will be provided to employees on study leave.
- Tuition: The Board, on the recommendation of the President, may choose to pay no tuition, full tuition, or a portion thereof.
- Student Fees: Once a determination on the rate of tuition to be paid has been made, the same rate shall be applied to all course fees.
- Room & Board: The Board, on the recommendation of the President, may choose to pay no room and board, full room and board, or a portion thereof.
- Insurance: The Board, on the recommendation of the President, may choose to pay no insurance, full insurance coverage, or a portion thereof.

The decisions pertaining to the level of financial coverage to be provided by the College for the period of leave will be communicated to the employee prior to the commencement of leave.

If a book, dissertation, article, or other work is created during an employee's study leave, the College requires that one copy be included in the reference collection in the College's Learning Resource Centre upon publication of the document, and that pertinent information is shared with the College community through workshops, lectures, electronic mail, or other appropriate format.

If a candidate's application is turned down by any of the College review processes, the candidate may appeal using the College's procedures for Grievance and Due Process. See Related Policies

PROCEDURE

To obtain study leave, any eligible employee must give one year's notice and submit an *Application for Study Leave* form, available from the Department of Human Resources. Applications for study leave must first be submitted to the Department Head for review. The *Application* package should contain a narrative description of two to five pages describing the specific course of study, and the potential benefits to the applicant and to the College. The applicant should attach relevant credentials, demonstrate acceptance to professionally-credentialed institutions and programmes, and give an account of the cost of pursuing the course of study, with sufficient information to allow Department Heads, administrators and the Board of Governors to make an informed decision.

After Departmental review and recommendation with supporting documentation, applications are forwarded to the relevant Dean in the case of faculty, and to the relevant cabinet officer in the case of staff. After recommendation by the Dean, cabinet officer, in consultation with the Human Resources Department, the application shall be forwarded to the President who will carry it to the Board of Governors. No employee shall proceed on study leave without written approval of the Board of Governors. Any employee who proceeds on leave without the proper authorisation from the College shall be subject to disciplinary action

and may forfeit any provisions which may have been made available under the study leave agreement. The exact repayment amount and any disciplinary action will be determined by the Board of Governors. Except in extraordinary circumstances any employee who does not complete an approved course of study will be liable for repayment of all monies paid during the approved absence.

BONDING

All employees on study leave must comply with the bonding agreement of the College. Any employee who does not comply with said agreement will be liable to repay the College all or part of any salary, allowance, tuition, and course-related expenses paid during the period of study. The bond shall be distributed so that one original is retained by the Human Resources Department, one copy to the employee, one copy to the surety, and one copy in the Fiscal Services Department.

FUNDING

To be eligible to receive funding for training, the employee must be enrolled at an approved, accredited institution as a full-time student. The employee must maintain a cumulative G.P.A. of at least 3.0 or equivalent or pass on a pass/fail grading system for the duration of the course of study. Additionally, an official grade report of academic performance at the end of each semester and an official transcript upon completion of the programme of study must be submitted the Human Resources Department of the College. Before an applicant can change a programme of study, he/she must request and receive written approval from the Board through a written application to the President of the College. The applicant must maintain contact with the Human Resources Department at the College and keep the Department apprised of any changes of name or address or other relevant information.

TERMS OF SERVICE

All employees being funded by the College for study purposes shall return to the College in accordance with the formula of time plus 1 year for leave of less than 11 months, or time plus 2 years for leave longer than 11 months. That is, duration of service required upon return to the College for employees on study leave 11 months or less shall be the amount of time on study leave plus one year. For employees whose study leave extends past 11 months, the time shall be the amount of time on study leave plus two years. Employees who have received Tuition Assistance will be required to work for a period of time equivalent to the study period for which Tuition Assistance was received.

DISTANCE LEARNING

The College recognises that there are some employees who will seek to pursue their studies via distance learning and remain actively employed by the College. In such cases the College will calculate their service requirement to the College as equivalent to the time invested in the course of study plus one year. Time allowed for completion of a distance learning programme will be determined based on the requirements of the institution and at the discretion of the College. *(Additionally, a signed bond will not be required for those employees pursuing degrees or credentialing by distance learning.)* As the Board has the discretion to offer varying levels of support for study leave the Board shall also determine the bond amount and the required terms of service in repayment of the study leave grant.

Categories of Study Leave

Full Package	Partial Package	Tuition Assistance
Full salary for one year and half salary for remaining years; tuition; room; board, books	Full salary for one year and half salary for remaining years; and possibly including one or more of the following: tuition, books, room, board	Fixed amount every semester as approved by the Board of Governors. No Salary or other benefits

REQUEST FOR EXTENSION

Request for extended leave shall be forwarded to the President, who will examine the circumstances and make a determination. The President will then make a recommendation to the Board. Employees on study leave are not to engage in any employment except in the satisfaction of a requirement for the course of study being pursued, such as an internship, or if the nature of the employment would enhance their performance upon return to the College. If any remedial training is required, the applicant shall be responsible for any costs associated with tutoring, remedial classes, or other training.